

Checklist for Submitting & Completing Documentation

Personal Property Board of Review

(All relevant materials and actions listed below must be accounted for in order for this file to be complete.)

I. Asset(s) Information (Required)

Line Office:	Barcode Number: (Attach listing for multiple)
Custodian Account Number:	PAO Account Number:
Custodian Name:	PAO Name:
Custodian Telephone Number:	PAO Telephone Number:

II. Required Supporting Documentations Provided if applicable

	Provided (v)
Police Report <i>(for stolen assets)</i> SBOR	
N-CIRT (NOAA Computer Incident Response Team) SBOR	
Official statements from all Personnel associated with unsighted assets	
Other documentation pertaining to status of the property i.e Hand receipt	
Property Procedures: (Submit in Memo Format)	
<ul style="list-style-type: none"> • Memo - Property Procedures - <u>Must</u> be initiated by the PC & PAO 	
<ul style="list-style-type: none"> – <u>Must</u> state the Corrected Actions taken in the Property Inventory and Property Procedures 	
<ul style="list-style-type: none"> – Approval Chain: PC's and PAO's 	
<ul style="list-style-type: none"> – Property Procedures (Directed and Distributed to Employees) 	
<ul style="list-style-type: none"> – <u>Must</u> be on the Line Office Letterhead 	
<ul style="list-style-type: none"> – Send to the Chairman of the Board of Review, dated and signed on first page. <ul style="list-style-type: none"> ▪ Sent from the Line Office Deputy AA if equipment is Capitalized or total loss >\$1M ▪ Sent from the Office Director if equipment is not capitalized and total loss <\$1M 	
Provide a copy of your approved Online CD-52 Print-Screen or Final Event report.	
Sunflower Print Screen of the Asset(s)	

Date Package was completed and submitted to Personal Property Management Branch:	
Submitted by:	